

SUBJECT: <b>Planning and Research</b>	NUMBER: 1-25.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.10.01	APPROVED: Sheriff

## **I. POLICY**

The Valencia County Sheriff's Office utilizes a computer records management system to track crime patterns in the county. This assists management by providing information useful for short and long time strategic planning in the development of daily operational and tactical plans.

## **II. DUTIES AND RESPONSIBILITIES**

The agency shall assign personnel as necessary to develop plans for proper utilization of manpower, resources, and equipment in order to efficiently meet the mission and goals of the agency.

- A. Personnel assigned to develop strategic, operational, and tactical plan, should be given specialized training to enable them to perform effectively and efficiently.
- B. The training will include, but not be limited to:
  1. Research methodology
  2. Statistics (collection and analysis)
  3. Technical Writing
  4. Project Management
- C. Personnel assigned to create plans as described above will be given access to the necessary information, resources and data in order to develop plans in an efficient and fiscally responsible manner. The personnel involved in planning will ensure that careful and accurate research is completed prior to any proposal being presented to the Sheriff.
- D. All pertinent information collected by the personnel involved in developing plans will be distributed to all affected agency personnel.